

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Medical Insurance & Billing

Course #: MED* 112

Course Description: 3 credits

This course presents an overview of healthcare insurance and is designed to introduce the student to the basics of healthcare insurance theories and practices. Course material and discussions will focus on the different types of insurance and health care plans. Government programs, federal and state regulations and the impact of HIPAA regulations will be explored. The practices of the commercial insurance companies, referrals and prior authorizations will be discussed. Manual and electronic recordkeeping and billing practices will be compared through the use of healthcare claims processing and medical office accounting practices. An introduction to practices surrounding medical insurance claims, insurance terminology, CPT, HCPCS, ICD-9 and ICD-10 coding systems, billing and collections using Manual CMS claim forms and electronic 837 forms will be completed with the use of Medisoft Medical Billing Software. Case studies and chart notes will be used for auditing and coding exercises.

Pre-requisite/Co-requisite: Prerequisite: None

There is no course prerequisite required to enroll in Medical Terminology. However, you must be knowledgeable in computer and Internet basics to be successful in this course.

- Goals:**
1. To apply logical, critical and analytical processes in identifying problems and alternate solutions related to insurance in the healthcare environment.
 2. To recognize different types of insurance plans and the policies and regulations unique to each.
 3. To successfully process CMS 1500 forms and complete electronic billing cycle using current medical billing software
 4. To apply basic computer applications and electronic data management to the management of practice information, billing and collection.
 5. To develop verbal and nonverbal communication skills that reflect effective strategies that may be used with diverse patient and healthcare provider populations.

Outcomes: With the successful completion of this course, the student will be able to relate the following outcomes as they apply to the healthcare environment:

1. Use insurance and billing terminology appropriately.
2. Use Explanation of Benefits Statements to accurately post payments, correct errors and resubmit claims.
3. Code both procedures and diagnoses using the most current guidelines.
4. Discuss legal and ethical considerations with emphasis on confidentiality, fraud, the impact of HIPAA and other government regulations on billing and collections.
5. Maintain both manual and electronic billing systems.
6. Perform accounts receivable procedures
7. Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients
8. Differentiate between accounts payable and accounts receivable
9. Compare manual and computerized bookkeeping systems used in ambulatory care
10. Describe common periodic financial reports
11. Identify models of managed care
12. Discuss workers' compensation as it applies to patients
13. Identify types of insurance plans